

# ANNUAL RECERTIFICATION OF RETENTION INCENTIVE

## I. INDIVIDUAL INFORMATION

Name		SSAN	Proposed Effective Date
Pay Plan-Series-Grade-Step	Position Title	Name of Organization	
Last Appraisal Rating	Appraisal Date	Duty Location	

## II. NOMINATING SUPERVISOR CERTIFICATION

I certify that in the absence of the current retention incentive the employee would likely leave federal service.  
The conditions of the earlier retention incentive are still current.

Name/Title	Signature	Date	Telephone
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## III. COMMANDER/DIRECTOR CERTIFICATION

I concur with this request.

Name	Signature	Date	Telephone
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## IV. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY (ANG ONLY)

I certify that funds are available for this action.

Name	Signature	Date	Telephone
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## V. DIRECTORATE OF HUMAN RESOURCES USE ONLY

Nature of Action	Authority	Retention Incentive Percentage and Amount	Effective Date
827 RETENTION INCENTIVE	VPN 5 USC 5754(d)(3)(a)		

Remarks:

- Retention Incentive will be terminated unless re-certification is approved by \_\_\_\_\_.
- Current Year Aggregate Limitation on Pay \$\_\_\_\_\_ (5 CFR 530.202)
- Annual Rate of Basic Pay x Retention Incentive % = Incentive Amount  
\$\_\_\_\_\_ X \_\_\_\_\_ = \$\_\_\_\_\_

## REVIEWS/APPROVAL

I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

HUMAN RESOURCES SPECIALIST	Signature	Date
HUMAN RESOURCES SPECIALIST	Signature	Date
DIRECTOR/DEPUTY DIRECTOR OF HUMAN RESOURCES	Signature	Date